



infarma
MADRID 2024
ENCUENTRO EUROPEO DE FARMACIA

19, 20 y 21 de marzo - IFEMA - Madrid

GENERAL CONDITIONS

OF PARTICIPATION FOR EXHIBITORS

INFARMA MADRID 2024
19, 20 & 21 MARCH

FERIA MADRID
IFEMA

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GENERAL CONDITIONS OF PARTICIPATION

With the submission of the application to participate in Infarma Madrid 2024 and with the agreement of INTERALIA, a contract will be formalized between the exhibiting company (hereinafter the Exhibitor) and INTERALIA Ferias Profesionales y Congresos, S.A.U. (hereinafter INTERALIA), which shall be regulated by these General Conditions of Participation, which shall be considered an integral part of the contract.

1. GENERAL INFORMATION

INFARMA is convened under the trade fair model of Congress and Exhibition. All exhibitors at the show are sponsors of the congress. Participation in INFARMA inseparably implies the status of exhibitor and sponsor.

INFARMA is a professional show and, in accordance with current legislation, the direct sale of products with withdrawal of goods is not permitted.

Denomination, dates and venue

INFARMA Madrid 2024 – 19, 20 & 21 March 2024

Hall 3 - 5

Feria Madrid - IFEMA

Organize

Colegio Oficial de Farmacéuticos de Madrid

Col·legi Oficial de Farmacèutics de Barcelona

INTERALIA Ferias Profesionales y Congresos, S.A.U.

Technical Secretariat

INTERALIA

Rambla Catalunya, 60

08007 – Barcelona

+34 934 161 466 – ferias@interalia.es

2. BOOKING OF EXHIBITION SPACE

1. Reservation of exhibition space will be processed through the Technical Secretariat of the Show.
2. The Organizer shall be responsible for deciding on the admission of Exhibitors and the products and services to be exhibited at INFARMA. The Organizers shall be entitled to reject any application for participation that does not comply with the object and purpose of Infarma or that is considered unacceptable. The products and services to be exhibited must correspond to the exhibition sectors detailed in these conditions.
3. The contracting of exhibition space shall not be considered firm until the participation

contract is returned to the Exhibitor duly accepted and signed by both parties. This contract shall include the stand, the surface area, and the type of participation.

4. The signing of the participation contract implies the signing of a participation contract for the INFARMA Madrid 2024 fair and implies acceptance of these General Conditions of Participation.
5. The Organizer is responsible for the distribution and allocation of stands in the exhibition area.
6. The Exhibitor may not assign, sublet or license part or all of the rights to its exhibition space.
7. The Exhibitor must keep its stand open and manned throughout the opening hours of the exhibition.
8. The organizers shall appoint a Control Committee to check that the products and services exhibited correspond to the purpose and object of INFARMA and that they comply with current legislation and regulations. Products, services or promotional material that do not meet these criteria will not be admitted to INFARMA.
9. All exhibitors shall provide the Organizer, one month before the opening of INFARMA Madrid 2024, with a detailed list of the products, services and brands they will be exhibiting at their stand. This list shall be validated by the Control Committee.

Exhibition sectors, the products and services to be exhibited at INFARMA must fall into one of the following categories:

Products to sale in pharmacies	Services for pharmacies
<ul style="list-style-type: none"> ▪ Over-the-counter medical products ▪ Generic medicinal products ▪ Homeopathy ▪ Dermo pharmacy ▪ Food supplement and nutrition ▪ Phytotherapy ▪ Healthcare products ▪ Cure, hygiene and protection materials ▪ Optical ▪ Orthopaedics ▪ Paediatrics, childcare and maternal 	<ul style="list-style-type: none"> ▪ Commercialization and distribution ▪ Installations, decoration and sanitary apparel ▪ Equipment and automation for pharmacies ▪ Advice, consultancy and marketing ▪ Products and tools for magistral formulas ▪ IT and Technological services ▪ Technical publications and press ▪ Collectives, associations and institutions

3. PAYMENT CONDITIONS

1. After signing the participation contract and the allocation of the exhibition space, the Exhibitor must pay 50% of the Total Amount payable within 30 days of signing the participation contract. The remaining 50% shall be invoiced on 1st September 2023 and shall be payable within 15 days after the invoice is issued. For these purposes, it is

understood that the Organizer has accepted the participation of the Exhibitor in INFARMA on the date of signature of the participation contract by INTERALIA.

2. If the stand is contracted after 1 September 2023, the exhibitor shall be invoiced 100% of the corresponding amount after signing the contract. This invoice must be paid within 15 calendar days of the invoice date.
3. In case of non-payment of the first 50% of the total amount within 30 days after the signature of the participation contract by INTERALIA, the organizer may revoke the acceptance of the Exhibitor as a participant in INFARMA Madrid 2024.
4. INTERALIA may modify the amount to be paid by the Exhibitor prior to the acceptance of the Exhibitor at INFARMA. Any modification must be communicated in writing.
5. Any non-payment on the due date of any amount payable under this participation contract shall entitle the organiser to claim from the Exhibitor, from the due date, interest for late payment accrued until the date of actual payment, in accordance with art. 7. 2 of Law 3/2003 of 29 December 2003, establishing measures to combat late payment in commercial transactions, i.e. the rate of interest for late payment to be paid by the Exhibitor to INTERALIA shall be the sum of the interest rate applied by the European Central Bank to its most recent main financing operation carried out before the first day of the calendar half-year in question plus eight (8) percentage points.
6. All amounts due from the Exhibitor shall be paid in full without any deduction or withholding, and the Exhibitor shall not be entitled to claim any credit, set-off, deduction, withholding, counterclaim or reduction of any kind whatsoever.

4. EARLY TERMINATION BY THE EXHIBITOR

1. Exhibitors who, having contracted a stand, cancel their participation in INFARMA Madrid 2024 must notify the organisers in writing of this cancellation.
2. Cancellation of participation by the Exhibitor shall not entail payment by the organisers of the amounts invoiced up to the date of cancellation. If an Exhibitor communicates his cancellation before 1 September 2023, he will be obliged to pay 50% of the Total Amount established in the participation contract. If an Exhibitor notifies its cancellation on or after 1 September 2023, it shall be obliged to pay 100% of the Total Amount established in the participation contract.
3. The parties declare that the provisions of point 4.2 constitute an actual and reasonable estimate of the losses which INTERALIA would incur in the event of early termination of the contract by the Exhibitor.
4. The cancellation of participation in INFARMA Madrid 2024 will imply the waiver of any element of visibility or sponsorship that the Exhibitor had contracted, being the Exhibitor obliged to pay in full the amounts corresponding to these elements.
5. If an Exhibitor withdraws from participating in INFARMA Madrid 2024 after having paid the full amount of the participation fee, the withdrawal will not imply any type of reimbursement. An Exhibitor will be considered to have withdrawn from participation in INFARMA Madrid 2024 if he/she has not occupied the contracted space by 12 noon on the day before the start of the show.

6. If the Exhibitor cancels or declines to participate, the Organisation may dispose of the exhibition space to allocate it to another exhibitor or to use it for any other purpose it deems appropriate. This reallocation of space shall in no case exempt the Exhibitor from the obligation to pay for the entire contracted stand.
7. While the Organisers have made every effort to ensure that the specifications in the plans and other commercial material for INFARMA Madrid 2024 are accurate, they offer no guarantee to this effect and shall have no liability in respect of any inaccuracies in these documents. Such inaccuracies shall not be considered sufficient grounds for cancellation of the booking by the Exhibitor.

5. SUSPENSION, POSTPONEMENT OR CHANGE OF LOCATION

1. The Organiser may, at any time, at its sole discretion, suspend, postpone or change the location of the Event, notifying the Exhibitor as soon as possible.
2. Unless the suspension of INFARMA Madrid 2024 is due to an event of force majeure or any other cause not attributable to the organisation, the Organiser will reimburse the Exhibitor the amounts actually paid to INTERALIA as the Total Amount, except for the amounts paid to cover insurance, and the reservation will be cancelled.
3. In case of postponement or change of location, this contract shall remain in force for the new dates and/or for the new location.
4. In the event of cancellation, change of dates or change of venue of INFARMA Madrid 2023, the Organisers shall be exempt from all liability for any damages that the cancellation, change of dates or change of venue may cause to the exhibitor.

MODALITIES OF PARTICIPATION AND FREE FLOOR

Free Floor Stand: 537 €/m²

First floor exhibition space: 268,50 €/m²

The minimum space to contract with the Free Floor option is 20 m². It includes exclusively the exhibition space and the exhibitor shall be responsible for the construction of his stand in accordance with the regulations set out in these conditions.

The Free Floor option does not include registration fees, compulsory insurance, the assembly fee or electricity consumption. These elements are compulsory and will be invoiced to the exhibitor company. Stand cleaning is also not included. Exhibitors interested in contracting this service can do so through the Exhibitor Services Folder.

CARPENTRY/MODULAR STANDS

Carpentry Stand: 748 €/m²

Modular Stand: 698 €/m²

The minimum space required to contract the Wooden Stand and Modular Stand options is 12

m2. The price includes the construction of the stand in wooden or modular structure, sign with the exhibitor's name, carpeting, basic lighting, basic electrical panel and consumption, basic cleaning and assembly fee.

Registration fees and compulsory insurance are not included.

The exhibitor must return the stand in the same condition in which it was delivered. Under no circumstances may drilling, vinyl, wallpapering, painting or any other action that may damage the elements of the stand be carried out. Any damage caused will be charged to the exhibitor.

REGISTRATION FEES

The registration fee is € 400 and will be invoiced to all exhibitors together with the participation. These fees include the visitor data reader, access to private areas and the online catalogue.

COMPULSORY INSURANCE OBLIGATORIOS

The organisation of INFARMA insures all exhibitors against the risks of Civil Liability, Fire and Explosion by a collective policy. The cost of this insurance for each exhibitor is 200 €, which will be invoiced together with the participation.

SERVICES FOLDER

The organisation will make available to exhibitors a folder of complementary services to the stand contracting. Exhibitors may contract these services through the Exhibitor Services Folder.

EXHIBITR BADGES

All participation modalities include an exhibitor badge for every 4 m2 of stand contracted. These badges will be nominal and will be managed through the Exhibitor Area.

6. ASSEMBLY AND DISMANTLING

1. ASSEMBLY

From 14 to 18 March from 8.30 a.m. to 8.30 p.m.

Modular stands will be available on Monday 18 March from 10:00 hours. Exhibitors with outstanding payments related to their participation in INFARMA Madrid 2024 will not be allowed to start setting up their stands.

2. DSMANTLING

21 March from 18:30 to 20:30 hours

22nd and 23rd March from 8:30 a.m. to 8:30 p.m.

3. On 21 March, only the removal of materials and goods from the stand will be permitted, but not the structural elements of the stand. No vehicles will be allowed inside the halls on 21 March.

4. No materials may be brought in or taken out from 9.30 a.m. on 19 March until 6.30 p.m. on 21 March. Specifically, it is strictly forbidden to start dismantling stands before 18:30 on Thursday 21 March.

5. Access to the IFEMA site and to the inside of the halls will be through the doors indicated for this purpose. Access to the inside of the halls will be exclusively for unloading materials. Vehicles may not remain parked inside the halls or in adjacent areas.
6. During the entire event, and specifically during assembly and dismantling, it is forbidden to place materials in the exhibition space of other exhibitors and in the aisles, which must remain free for the circulation of people and goods.
7. Throughout the event, and especially during assembly and dismantling, compliance with IFEMA regulations for exhibitors will be compulsory. These regulations will be available in the documentation section of the exhibitor area. It can also be downloaded from the IFEMA website via the following link: <https://www.ifema.es/en/doc/general-rules-exhibitors/reglamento-expositores-ing.pdf>. By signing the participation contract, exhibitors declare that they are aware of and accept these regulations.
8. The exhibitor undertakes to comply with and ensure that its contractors and/or subcontractors comply with current legislation on occupational health and safety applicable to the work carried out. It is compulsory to wear a protective helmet, high visibility jacket and safety footwear during the assembly and dismantling periods.
9. Prior to the start of assembly work, all companies which, on behalf of the Exhibitor, carry out work or activities in the contracted space, must complete, sign and submit to IFEMA the [Prevention of labour risks and business activity coordination](https://www.ifema.es/en/support/labour-risks-form-fairgrounds) (<https://www.ifema.es/en/support/labour-risks-form-fairgrounds>) disponible available on the IFEMA website and send it to stecnica@ifema.es. No assembly work may begin without the prior completion and submission of the protocol.
10. Any damage caused to the exhibition facilities during the assembly, installation or dismantling of the stands shall be at the exhibitor's expense.
11. All materials must be removed from the hall by 8.30 p.m. on 23 March. Exhibitors participating in the Free Floor category must remove all building materials from the stand. Any goods, stands or rubble remaining on the exhibition site after 8.30 p.m. on 23 March will be removed by IFEMA's cleaning services and the cost of this removal will be invoiced to the exhibitor in accordance with the Rubble Removal Fee at IFEMA's current official rate. Under no circumstances will the organizer be responsible for materials and goods that have not been removed or for the destination of the material cleared.

7. STAND CONSTRUCTION AND DECORATION RULES

Exhibitors opting for the Free Floor modality must build their stand in accordance with the regulations described in this section and in accordance with the IFEMA Exhibitors' Regulations regarding the rules for stand construction and assembly. These regulations are available in the documentation section of the exhibitor area and at the link:

<https://www.ifema.es/en/doc/general-rules-exhibitors/reglamento-expositores-ing.pdf>

1. Los Exhibitors opting for the Free Floor modality must send the technical floor and elevation plans to the organisation for approval 1 month prior to the start of assembly. The plans and the stand project must comply with the stand construction and decoration regulations defined in these General Conditions of Participation.
2. The organisers may require, if the size of the assembly so requires, that the design be signed by a competent senior technician and endorsed by the corresponding official college. This requirement shall always be compulsory for stands with a first floor.

3. It is not permitted to join stands or islands located on both sides of an aisle, either by unifying the carpeting, overhead structures, lighting, etc., even if they belong to the same company or group of companies.
4. The design and decoration of all stands must correspond to the approved project and plans.
5. The construction of the stand must include, as a minimum, median walls with the walls of the hall or with adjacent stands. These walls must be at least 2.50 m high.
6. The maximum construction height of any element on walls adjoining adjacent stands or hall walls is 4m. Elements adjoining aisles or set back a minimum of 1 m from walls adjoining adjacent stands or hall walls may be raised to a maximum height of 6 m, except for stands located in the connecting cores between halls, where the maximum height of any stand element shall be 4 m.
7. The total closure of a side wall adjoining a corridor is not permitted, and a minimum of 25% of the wall must remain open and accessible. Only 100% of a side wall may be closed off with walls or elements that do not exceed 1.25 metres in height. To fully enclose a side wall adjoining a corridor with elements higher than 1.25 metres, there must be a minimum distance of 1.5 metres between the wall and the corridor.
8. Any element of the stand, including the back walls, which are visible shall have a neutral finish and of a similar quality to the inside of the stand, and no logos or lettering of any kind may be placed on them.
9. Stands built on a platform, if this is higher than 19 mm, must have at least one ramp for disabled access of at least 1.20 m wide.
10. All stands must comply with section DB-SUA of the Technical Building Code without considering the sections referring to the need to install lifts.
11. All blind three-dimensional elements of construction or decoration of the stand (walls with double panels on a frame, towers, podiums, platforms, etc.) must have at least two holes facing each other with a minimum diameter of 8 mm at a maximum height of 0.4 m.
12. The covering of pillars located inside the stand itself is permitted up to a maximum height of 5 metres. If there are safety elements or services (BIES, fire extinguishers, fire buttons, safety signs, etc.) these may not be covered and must always be visible and accessible.
13. The design of a stand must under no circumstances hinder access to the connection boxes located in the pavements of the halls, which must be always accessible. If necessary, these service chambers located within a stand may be used to service neighbouring stands.
14. The structures of the stand, as well as any of the elements used in its decoration, must have the necessary rigidity and stability so that they do not pose any risk to persons or property. Stairways, handrails and protection at changes of level shall be designed in accordance with current regulations and, specifically, in accordance with the provisions of the Technical Building Code and in compliance with the following criteria: openings on first floors or changes of level that open directly to the outside at a height above the ground of more than 50 cm and the projections of the floor shall be protected by a 95 cm high parapet or handrail. The same criteria shall be used to protect the outer perimeters of overhangs on first floors accessible to people.

15. Slopes less than or equal to 50 cm shall be marked by tactile and visual differentiation. The tactile differentiation shall be at 25 cm from the limit of the difference in level.
16. The organisers may ask the exhibitor for documentation accrediting the structural safety of the stand if they consider it necessary.
17. If the stand includes a first floor or raised structural elements of 1.20 m or more, which are going to support loads or people in their space, they must fully comply with the above conditions and, in addition, must present the organiser with a certificate or project with the corresponding project management and signed by a competent technician. This documentation must be endorsed by the relevant professional association. The certificate or project must specify the dimensions, the load of use and the seating capacity, and it is the sole responsibility of the exhibitor to comply with the established limits.
18. Rigging regulations: Exhibitors wishing to hang elements from the roof structures of the halls must follow the procedure established in the [Rigging regulations at the fairgrounds](https://www.ifema.es/en/doc/rigging-regulations---recinto-ferial/rigging-recinto-ing.pdf) (<https://www.ifema.es/en/doc/rigging-regulations---recinto-ferial/rigging-recinto-ing.pdf>) and fill in the form [Authorization request for rigging structures in halls / rigging](https://www.ifema.es/en/doc/request-rigging---recinto-ferial/solicitud-rigging-recinto-ing.pdf) (<https://www.ifema.es/en/doc/request-rigging---recinto-ferial/solicitud-rigging-recinto-ing.pdf>) and send it to inspeccion.rigging@ifema.es.
19. The decorating companies must leave the space in which they have built the stand clean and free of debris during the assembly and dismantling days foreseen for each show. In the event that, once the assembly or dismantling periods have ended, the decorating companies leave waste or debris, this will be removed by IFEMA's cleaning services and the cost of this removal will be invoiced to the exhibitor. Under no circumstances will the organiser be responsible for materials and goods that have not been removed at the end of the dismantling period.

8. CONTENT OF STANDS

1. All products and services on display must belong to the exhibition sectors as detailed in these conditions. The Supervisory Committee may limit and prevent the exhibition of products, services or advertising elements that do not comply with these conditions and/or the legislation in force.
2. Stands must be always manned by the exhibitor's own personnel.
3. The exhibitor is responsible for keeping his stand in perfect order and condition throughout the exhibition.
4. All stand elements, items on display and promotional items must be located within the perimeter of the stand. The organisers reserve the right to remove any elements obstructing the aisles and common areas.
5. The use of sound amplification systems is limited to a maximum volume of 60 decibels.
6. Under no circumstances will activities and/or shows be allowed in the corridors and common areas without the express authorisation of the organisers.
7. Any use on the stand by the exhibitor of any content that is subject to intellectual property must have the authorisation of the corresponding copyright management body. The

exhibitor must manage this authorisation and shall be held solely responsible in the event of reproductions of works without the author's authorisation.

9. REGULATIONS ON THE PREVENTION OF RISKS AT WORK

1. In compliance with article 24 of the Law on the Prevention of Occupational Hazards on the Coordination of Business Activities and RD 171/2004 which develops it, IFEMA, as the owner of the work centre, is obliged to inform the other concurrent employers of the risks inherent to the work centre which may affect the activities carried out by them, the measures established to prevent them and the evacuation and emergency measures to be applied.
2. In accordance with the above, it is necessary to access, know, apply and transfer the Regulations for the Prevention of Occupational Risks, which can be found on the IFEMA website.
 - [Instructions for action in case of emergencies at the Fairgrounds.](https://www.ifema.es/en/doc/instructions-action-case-emergency---recinto-ferial/actuacion-emergencia-recinto-ing.pdf)
(<https://www.ifema.es/en/doc/instructions-action-case-emergency---recinto-ferial/actuacion-emergencia-recinto-ing.pdf>)
 - [Generic risks and preventive measures in Exposure Areas.](https://www.ifema.es/en/doc/generic-risks-facilities/riesgos-genericos-ing.pdf)
(<https://www.ifema.es/en/doc/generic-risks-facilities/riesgos-genericos-ing.pdf>)
 - **Safety Rules on the handling of the following Work Equipment:**
 - [Vehicle safety standard.](https://www.ifema.es/en/doc/regulations-use-vehicles/utilizacion-vehiculos-ing.pdf) (<https://www.ifema.es/en/doc/regulations-use-vehicles/utilizacion-vehiculos-ing.pdf>)
 - [Signaling security standard.](https://www.ifema.es/en/doc/signalling-safety-regulations/senalizacion-seguridad-ing.pdf) (<https://www.ifema.es/en/doc/signalling-safety-regulations/senalizacion-seguridad-ing.pdf>)
 - [Safety standard for machine and tool management.](https://www.ifema.es/en/doc/safety-regulations-handling-machines-tools/seguridad-manejo-maquinas-ing.pdf)
(<https://www.ifema.es/en/doc/safety-regulations-handling-machines-tools/seguridad-manejo-maquinas-ing.pdf>)
 - [Internal rules on assignemnt of work equipment to outside companies.](https://www.ifema.es/en/doc/rules-assignment-work-equipment-outside-companies/cesion-equipos-ing.pdf)
(<https://www.ifema.es/en/doc/rules-assignment-work-equipment-outside-companies/cesion-equipos-ing.pdf>)
 - [Confined work regulations.](https://www.ifema.es/en/doc/rules-working-confined-spaces/trabajos-confinados-ing.pdf) (<https://www.ifema.es/en/doc/rules-working-confined-spaces/trabajos-confinados-ing.pdf>)
 - [People lifting platforms standard.](https://www.ifema.es/en/doc/rules-personnel-lifting-platforms/plataformas-elevadoras-personas-ing.pdf) (<https://www.ifema.es/en/doc/rules-personnel-lifting-platforms/plataformas-elevadoras-personas-ing.pdf>)
 - [Standard forklifts.](https://www.ifema.es/en/doc/rules-use-forklift-trucks/carretillas-elevadoras-ing.pdf) (<https://www.ifema.es/en/doc/rules-use-forklift-trucks/carretillas-elevadoras-ing.pdf>)
 - [Rolling scaffolding standards.](https://www.ifema.es/en/doc/rules-using-rolling-scaffolds/andamios-rodantes-ing.pdf) (<https://www.ifema.es/en/doc/rules-using-rolling-scaffolds/andamios-rodantes-ing.pdf>)
 - [Rules for ladders use.](https://www.ifema.es/en/doc/rules-using-ladders/escaleras-mano-ing.pdf) (<https://www.ifema.es/en/doc/rules-using-ladders/escaleras-mano-ing.pdf>)
 - [Norms work teams with low voltage risk.](https://www.ifema.es/en/doc/use-equipment-low-voltage-electrical-risk/riesgos-electricos-baja-ing.pdf) (<https://www.ifema.es/en/doc/use-equipment-low-voltage-electrical-risk/riesgos-electricos-baja-ing.pdf>)
3. In accordance with these regulations, any natural or legal person who for any reason carries out work at IFEMA (suppliers of services contracted by IFEMA, exhibitors, organisers of fairs, events and events, and contractors, subcontractors or personnel dependent on any of them, whatever their activity, employment situation or professional relationship) is obliged to know, comply with and take into account the information

provided by IFEMA in the preventive planning of the activities to be carried out at Feria de Madrid.

4. Expressly, as a general preventive measure due to the concurrence of activities, it is compulsory to wear a protective helmet, high-visibility waistcoat and safety footwear during the assembly and dismantling phases of fairs and events in all exhibition areas.
5. No access will be permitted without the personal protective equipment, and this instruction affects any person accessing, passing through, carrying out activities or simply being present in the halls or outdoor exhibition areas during assembly and dismantling tasks.
6. This instruction does not exempt the use of other protective equipment that may be required for the performance of each specific task carried out in the assembly and dismantling stages.
7. The information provided by IFEMA may be supplemented with other specific regulations which may be applicable when, due to the nature of the specific activities to be carried out, it is considered necessary for general safety. This decision corresponds to IFEMA, in agreement, where appropriate, with the companies that may eventually take part in the execution of the work. Similarly, the rest of the specific technical regulations contained in these Regulations will complement the generic risk prevention regulations insofar as their compliance is aimed at guaranteeing the safety of people and installations.
8. Likewise, all competing employers are responsible for complying with and ensuring that their contractors, subcontractors and/or self-employed workers comply with the legislation on occupational risk prevention applicable to the activities carried out by them, including the information and instructions provided by IFEMA and detailed in these Rules.
9. For this reason, prior to the start of assembly work, all companies which, on behalf of the Exhibitor, carry out work or activities in the contracted space, must complete, sign and submit to IFEMA the "Prevention of Occupational Risks and Coordination of Business Activities" form available on the IFEMA website and send it to stecnica@ifema.es. No assembly work may begin without the prior completion and submission of the Protocol.
10. Additionally, if the Organiser or its exhibitor and/or assembly companies need to carry out cutting, welding and/or use of equipment that produces heat or flame, they must request the "Request for authorisation of hot work" form from the IFEMA Technical Secretariat by email to stecnica@ifema.es and send it to the same address for authorisation and control. They can also request it on site from the corresponding hall manager.

10. SECURITY

1. During the assembly, holding and dismantling periods, IFEMA will be responsible for the general surveillance of the fairgrounds, access control and exterior surveillance, as well as general and preventive security for questions of order and security against fire or emergencies of any kind. In no case will security be provided for the goods on display, nor for the private property of each exhibitor, and therefore the organisers, IFEMA, INTERALIA and INFARMA will not be held responsible for the private property of exhibitors, their

employees or dependents.

2. The Organisers, IFEMA, INTERALIA and INFARMA shall not be held responsible for the theft or robbery of materials and objects deposited at the stands, nor for any damage that may occur during the assembly, holding and dismantling periods. However, the Organisation will provide support for the resolution or processing of the corresponding complaint.
3. Each exhibitor is responsible for any valuables that may be on their stand and must take care of them during the assembly period, the hours of opening to the public and the dismantling period.
4. The organisers, IFEMA, INTERALIA and INFARMA are not responsible for the surveillance of the stands, so if an exhibitor wishes a surveillance service for his stand, he may contract such a service or carry it out with his own means.
5. If an exhibitor wishes to take care of the surveillance of his stand himself, he must request the corresponding authorisation, at least 72 hours in advance, through the INFARMA Madrid 2024 Technical Secretariat.
6. During visiting hours, the Organisers will set up a system of surveillance and order throughout the hall. An identical service shall be provided at night. Exhibitors shall carry out surveillance of their stands during public visiting hours, with exhibitors' staff being prohibited from remaining on the stands during the remaining hours, which may only be lifted if special authorisation is obtained from the INFARMA management, for very justified reasons and in the manner to be determined.
7. General surveillance will end once the Show has closed; from this moment onwards, each participant will be responsible for the security of their products and installations, without prejudice to the Organisation maintaining surveillance for a few more days.
8. Both the technical services staff and the surveillance staff shall make as many inspection visits as necessary to ensure that the safety and security regulations are complied with by all exhibitors and may at any time take appropriate measures to avoid accidents or situations that may cause harm to persons or property.

11. INSURANCE

1. The organisation of INFARMA insures all exhibitors against the risks of fire and explosion, by means of a collective policy covering all the installations and objects in the hall. Each exhibitor will be obliged to pay the corresponding premium.
2. Likewise, civil liability insurance is compulsory for accidents caused to third parties, through a group policy that INTERALIA will invoice the exhibitor.
3. Insurance against theft, robbery and/or plunder will be optional and must be covered directly by the exhibitor himself.
4. The exhibitor must insure directly against accidents at work to the staff of their stands and the technicians involved in the assembly and dismantling.
5. The organization of INFARMA and INTERALIA disclaim their responsibility for any other

risk that, on participation in INFARMA may run exhibitors, their employees and technicians, as well as their facilities and goods on display.

6. All policies will expire three days after the close of INFARMA Madrid 2024.

12. ADVERTISING

1. Each exhibitor's advertising must be limited to the framework of his stand. The distribution of leaflets or the display of posters or other graphic or visual forms outside the space allocated to each exhibitor, in the aisles of the pavilion and in any other location on the Exhibition Site, is prohibited, except by prior written agreement with the Organisers of INFARMA Madrid 2024. This advertising will strictly respect the criteria of the Control Committee regarding the products to be exhibited in accordance with the provisions of these General Conditions of Participation.
2. Any advertising which offends customs or legal regulations, or which has a political or ideological character, is absolutely forbidden on the exhibition grounds.
3. Advertising by means of loudspeakers, as well as the exhibition of audio-visuals, require special authorisation from the Organisers. Maximum 60 decibels.
4. Under no circumstances is it authorised to carry out activities and/or audiovisual shows in the aisles and common areas.
5. Third party advertising is also prohibited. All articles exhibited which do not belong to the exhibitor himself or to his represented companies must be authorised in writing by the INFARMA organisers for display and advertising. The organisers may prohibit the distribution of advertising that has given rise to complaints and may retain such material until the end of the show.
6. Optical, mobile or acoustic advertising media require prior authorisation and shall only be used to the extent that they do not cause a nuisance to the neighbours of the stand.
7. Outside the halls there are a limited number of spaces suitable for displaying advertising posters. IFEMA has granted exclusive exploitation rights to an outdoor advertising company.
8. Any advertising will strictly respect the criteria of the Control Committee regarding the products to be exhibited in accordance with the provisions of these General Conditions of Participation.

13. DATA PROTECTION

In compliance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on data protection, we hereby inform you that the data provided by exhibitors, visitors, congress participants, speakers, suppliers..., will be included in the processing system of INTERALIA, Ferias Profesionales y Congresos, S.A. and that as long as the requirements of the regulations are met, you may exercise your rights of access, rectification, limitation of processing, deletion, portability and opposition / revocation, in the terms established by current legislation on data protection, by sending your request to the postal address: Rambla Catalunya,

60 3^o 1^a, 08007, Barcelona, or at the email address ferias@interalia.es. You are also informed that your data may be provided, under the obligation of confidentiality, to companies collaborating with INFARMA.

The organisers reserve the right to photograph and film attendees, stands and products on display and to use this content exclusively for INFARMA promotion, publicity and press releases.

14. CONFORMITY

By signing the Participation Contract, the exhibitor accepts and undertakes to comply with these General Conditions of Participation for INFARMA Madrid 2024 Exhibitors. These conditions are considered an integral part of the Participation Contract, as well as the IFEMA Exhibitor Regulations, of general application for events held at IFEMA's exhibition centres.

For all matters not provided for in these General Conditions of Participation for Exhibitors, the organisers will issue the corresponding regulations and exhibitors must abide by their decision.